

From: Ryan P Andersen
Location: ICP or Teleconference Line
Importance: Normal
Subject: Refugio Incident Unified Command Briefing
Start Date/Time: Tue 7/14/2015 5:00:00 PM
End Date/Time: Tue 7/14/2015 6:00:00 PM

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Purpose: Brief the Refugio Incident Unified Command on progress, challenges and future plans.

When: Tuesdays and Fridays 10:00 Pacific Standard Time

Attendees: Unified Command, Command Staff, General Staff, ENVL, DOCL

Ground Rules: Turn all phones to vibrate. Mute phone when not speaking. State name and agency when making a statement. Follow the agenda. Don't speak out of turn. Hold alibis and questions until the end.

Agenda:

1. Review Purpose, Agenda and Ground Rules
2. Roll Call
3. Safety Update
4. Situation Update
5. UC – Provide opening remarks or tasking
6. Review Open Action Tracker (ICS 233)
7. Liaison update on interagency issues
8. Public Information update on media or community issues
9. Finance update on fiscal issues
10. Logistics update on support and service issues
11. Operations update on progress and challenges
12. Planning update
13. Environmental update on concerns and progress
14. Safety closing comments
15. Unified Command closing comments

Teleconference Information:

Phone Number – 1-877-613-0799

Code - 6289789154

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